



BENGUET STATE UNIVERSITY
HUMAN RESOURCE MANAGEMENT OFFICE

We Are HIRING!

**ADMINISTRATIVE OFFICER III
(RECORDS OFFICER II)**

**FOR ONLINE APPLICATION PLEASE SCAN THE QR
CODE OR VISIT THE LINK BELOW FOR FUTURE
JOB OPPORTUNITIES**

<https://bsu.edu.ph/job-opportunities/>

APPLICATION PERIOD

Apply Now!

**October 24, 2025 – November 3, 2025
Until 5 PM Only!**





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HUMAN RESOURCE MANAGEMENT OFFICE

ADMINISTRATIVE OFFICER III
PLANTILLA ITEM NO.: BSUB-ADOF3-8-2012

STATUS: PERMANENT

MONTHLY RATE:
PHP 37,024/ MONTH

RECORDS AND ARCHIVES OFFICE

Minimum Qualification Standards:



Education: Bachelor's degree



Experience: 1 year of relevant training



Training: 4 hours of relevant
training



Eligibility: Career Service
(Professional) Second Level Eligibility

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DUTIES AND RESPONSIBILITIES

- 60%**
 - **Leads and manages the Records Disposition and Archival Unit (RDU) by supervising staff and overseeing unit operations**
 - **Oversee the transfer and storage of non-current records**
 - **Oversee the archival of permanent and vital records, including digital copies**
 - **Coordinate the secure destruction of obsolete records**
 - **Maintain accurate records and reporting**
 - **Provide technical guidance and support**
 - **Coordinate with other units within Records Office and Archives (ROA)**
 - **Serves as Officer-in-Charge in the absence of the Head of Office**



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DUTIES AND RESPONSIBILITIES

- 30%**
 - **Participate in strategic planning and actively participate in workshops that address audit findings, enhance institutional compliance, and improve organizational processes.**
 - **Develop and implement strategic initiatives to improve the efficiency, security, and sustainability of records disposition processes.**
 - **Coordinate with the ICT in the development and integration of the Electronic Records Management System (ERMS) with the Human Resource Information System (HRIS).**
- 10%**
 - **Perform other related tasks that may be assigned by the immediate supervisor.**



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EQUAL EMPLOYMENT OPPORTUNITY PRINCIPLE

- **ALL QUALIFIED APPLICANTS WILL RECEIVE EQUAL CONSIDERATION FOR EMPLOYMENT AND ADMISSIONS WITHOUT REGARD TO COLOR, RELIGION, SEX, GENDER IDENTITY OR EXPRESSIONS, ETHNICITY, AGE, PHYSICAL CONDITIONS, AND ANY OTHER CHARACTERISTICS PROTECTED BY THE LAW**

DATA PRIVACY NOTICE

- **YOUR PERSONAL DATA SHALL BE PROCESSED IN ORDER TO INITIATE THE APPLICATION PROCESS. WHEN YOU ARE NOT HIRED, YOUR PERSONAL DATA SHALL BE REMOVED FROM THE RECORDS OF THE UNIVERSITY AND ALL DOCUMENTS RETURNED TO YOU AS PROVIDED FOR BY THE UNIVERSITY'S MERIT SELECTION PLAN. THESE MAY BE RETAINED FOR FUTURE SELECTION PROCESSES ONLY UPON YOUR WRITTEN CONSENT**



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CHECKLIST OF APPLICATION REQUIREMENTS

1. APPLICATION LETTER ADDRESSED TO THE UNIVERSITY PRESIDENT, KENNETH ALIP LARUAN (SPECIFYING THE POSITION APPLIED FOR AND ITS ITEM NUMBER IF APPLICABLE, AND DATE OF PUBLICATION)
2. FULLY ACCOMPLISHED PERSONAL DATA SHEET (PDS), INCLUDING THE WORK EXPERIENCE SHEET (CS FORM NO. 212 ATTACHMENT FORM) WITH RECENT PASSPORT-SIZED PICTURE WITH NAME AND SIGNATURE (CS FORM NO. 212, SERIES OF 2017) WHICH CAN BE DOWNLOADED AT WWW.CSC.GOV.PH
3. PHOTOCOPY OF OTR OR CERTIFICATION OF GRADES WITH THE TOTAL UNITS REQUIRED FOR THE DEGREE (BASIS IN THE DETERMINATION OF UNITS EARNED)
4. PHOTOCOPY OF EMPLOYMENT CERTIFICATE /SERVICE RECORD
5. PHOTOCOPY OF REQUIRED ELIGIBILITY OR PROFESSIONAL LICENSE
6. PHOTOCOPY OF TRAINING CERTIFICATES AFTER GRADUATION, WITHIN THE LAST FIVE (5) YEARS
7. CERTIFIED PHOTOCOPY OF PERFORMANCE EVALUATION RATING IN THE LAST RATING PERIOD (IF APPLICABLE)
8. PHOTOCOPY OF COMMENDATION OR AWARD CERTIFICATES

ADVISORY TO ALL APPLICANTS

KINDLY ARRANGE YOUR APPLICATION DOCUMENTS AS TO THE CHECKLIST LISTED

Please be advised that submitted/accepted documents with no/incomplete attachments of the required documents will not be considered for assessment. Only qualified applicants will be notified for interview.

The implementation of "NO DOCUMENTS, NO POINTS" policy is applied.

For information of all concerned.